

My Podcasts

To Add a New Podcast:

Students and/or teachers are able to create a podcast to share with, potentially, a worldwide audience. Podcast can be listed in iTunes or subscribed to using the provided RSS button. The process of putting together an audio recording is extremely valuable and is certainly a cross-curricular experience.

- Click on the **My Learn360** link. You will then see eight different tabs.

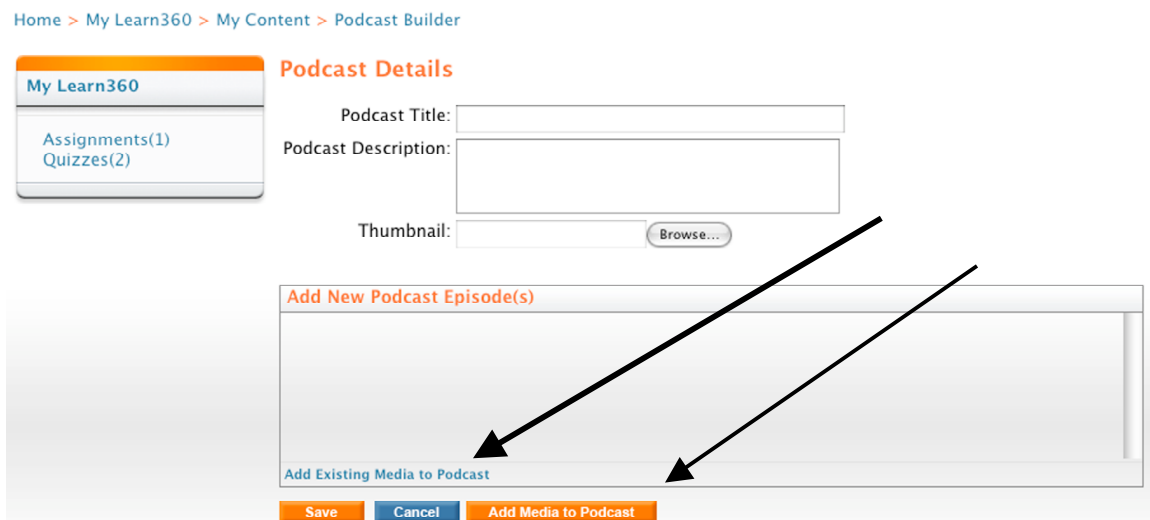
The screenshot displays the My Learn360 web application interface. At the top, there is a navigation bar with the Learn360 logo, user information (Welcome, Bob Smiths), and links for Help, Logout, and Quizzes (6). Below this is a search bar and a navigation menu with tabs: My Content, My Favorites, My Blogs, My Groups, My Questions, My Quizzes, My Assignments, and My Calendar. The main content area is divided into several sections:

- My Learn360** (left sidebar): Quizzes(6), Distributed Assignments (4), Distributed Quizzes (2).
- My Content** (main area):
 - My Documents** (+ New Document): Lesson Plans (2), Homework (2), Bob_s Folder, Mike_s Folder (1), _s folder. Below these are items like Civil War Word Search Puzzle, If the World Were a Village Lesson, Lorax Lesson Plan, Study Skills for Kids, and Teasing & Bullying.
 - My Media** (+ New Media File): New, Nature, Life Cycles. Below these is a message: "No content in this folder".
 - My Podcasts** (+ New Podcast): Dolphin (1), Ocean Animals, Mike_s Podcasts. Below these are items like Podcast for Teachers and Sea Life.
 - My Playlists** (+ New Playlist): Science Videos, Social studies p.. Below these are items like Bob's Playlist, New Playlist, State of Iowa Clips, and Student's Playlist.

- Under the **My Content** tab you will see five different sections (My Documents, My Media, My Podcasts, My Playlists and My Slideshows).
- Under the **My Podcasts** section click **+New Podcast** (below).



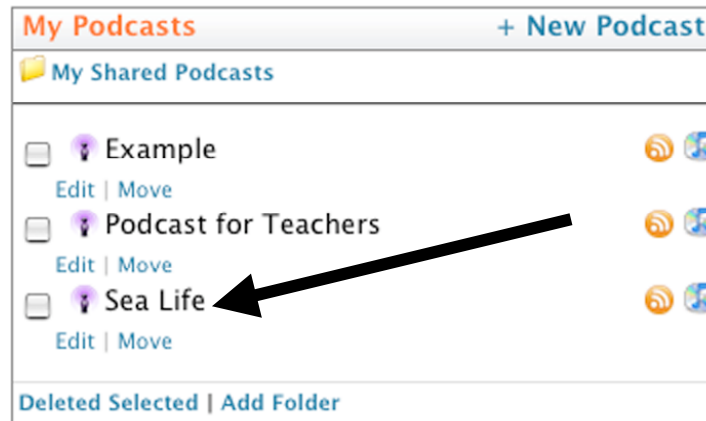
This will take you to a page that looks like this:



- Once you see this page you can click on **Add Existing Media to Podcast** or **Add Media to Podcast** (If you're adding new media to podcast, you will be directed to the same steps used to add a new media file in the My Media section).
- However, if you click on **Add Existing Media to podcast**, this screen will pop up:

The screenshot displays two stacked panels. The top panel, titled 'Your Custom Media', contains a list of four items: 'Civil War', 'Independence Day', 'Podcast for Teachers', and 'test'. Each item is preceded by a small square icon and followed by a 'View' link. The 'Independence Day' item is highlighted with a grey background. At the bottom right of this panel is an 'Add to Podcast' link. The bottom panel, titled 'Find Media Files in Learn360 Database', features a search input field and a 'Search' button. At the bottom right of this panel is another 'Add to Podcast' link.

- This screen will allow you to select an existing podcast or search media files in the Learn360 Database.
- Once you have made your decision, click **Add to Podcast** located on the bottom right (you may add more than one at a time if you choose).
- Once you have added your podcast, you may title it and write a brief description in the proper fields.
- You may also add a thumbnail to your podcast. This is an image that will appear when your podcast is being played.
- To add a thumbnail, click the **Browse** button (on the Podcast Details page). From here you will need to find the image you wish to upload.
- Once you have completed the process remember to click on the **Save** button on the bottom left.
- Once your new podcast has been saved it will appear in your **My Podcasts** section.
- In this example the **Sea Life** podcast was added.

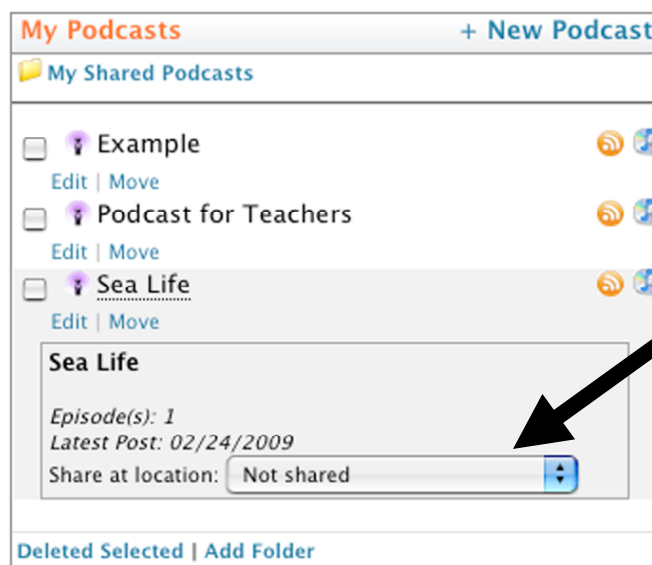


- From here you may edit, move or delete your newly added podcast.

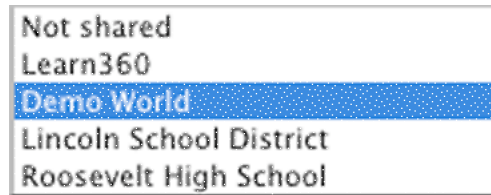
To Share a Podcast:

Once podcasts have been uploaded you can also share them with your students, fellow teachers, your school, school district, and all Learn360 users. After podcasts have been uploaded and shared, they are available to whichever location of users you choose. This is a great way for Learn360 users to share podcasts with each other.

- To share your podcast click on the podcast name.
- A drop down menu will appear.
- Click the drop down bar next to **Share at Location**.

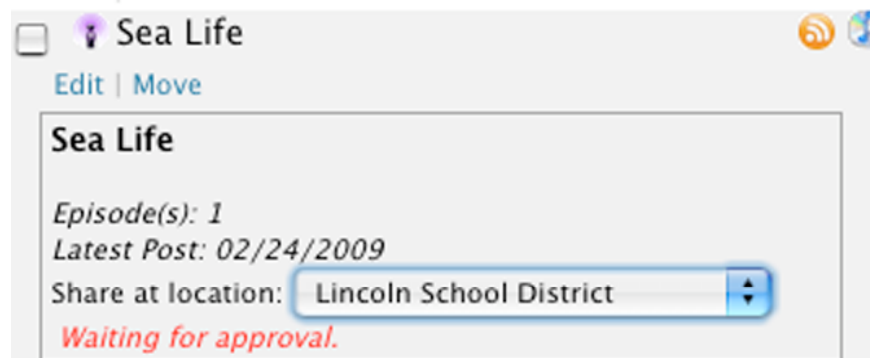


- Once you click the drop down menu you will have all your available sharing options. Your drop down menu will look similar to this:



(Depending on how your Learn360 account is set up you may see more or less options.)

- From here you can choose to share with all of Learn360, Demo World, Lincoln School District or Roosevelt High School. Since Roosevelt High School is part of Lincoln School District, schools within that district would also be able to access your shared podcast.
- After you have selected where you would like to share your podcast, a red prompt will appear saying, “**Waiting for approval.**”

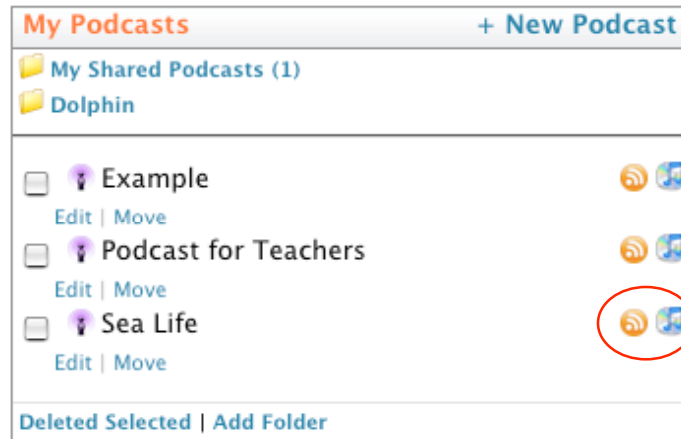


The podcast that has been recently added has to be approved by an administrator before it can be shared. Once the podcast receives administrative approval it can be successfully shared.

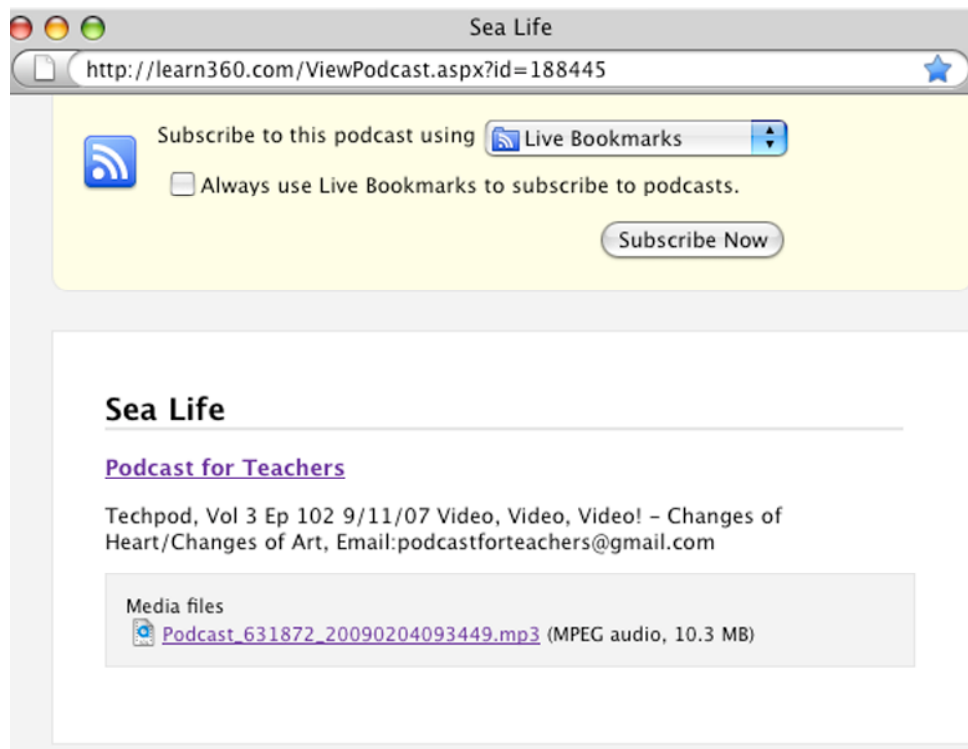
- Once approved, the newly shared podcast will appear in your **My Shared Podcasts** folder.
- The quantity will increase by the number of podcasts that were approved (after the document has been shared, you still retain your podcast(s) that you have shared in your **My Podcasts** section).

To Play a Podcast:

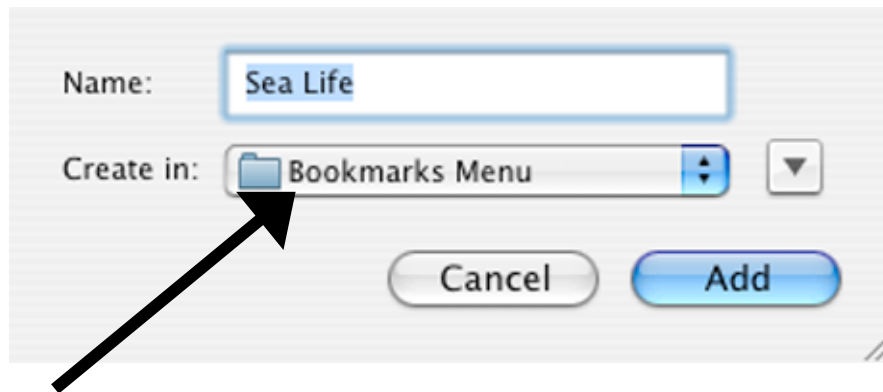
- You will notice in your **My Podcasts** section there are two icons to the right of each podcast (circled below).



- To subscribe to a podcast simply click on either icon.
- If you click on the orange RSS icon to play your podcast, a screen similar to this screen will pop up:



- Next click on the **Subscribe Now** button. This will open a drop down menu that looks like this:

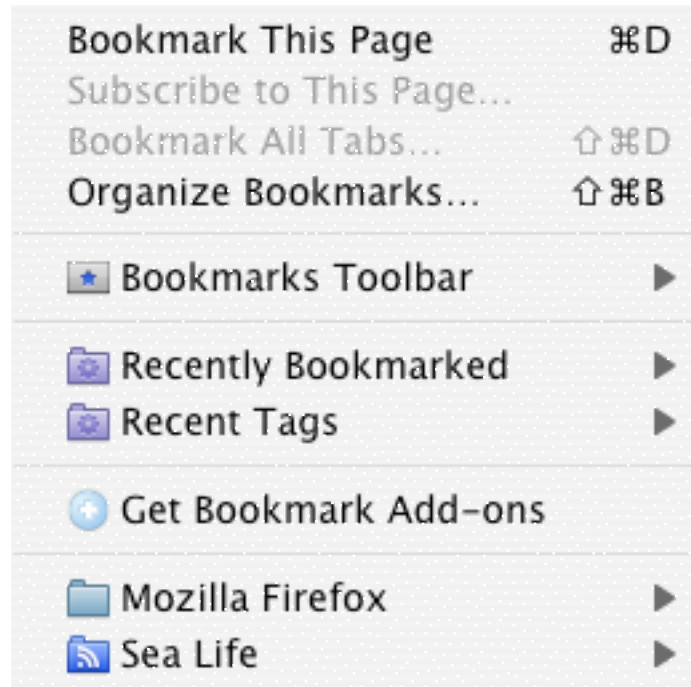


- Click the **Add** button to add the podcast.
- Once you click the **Add** button, your podcast will appear in the appropriate location of your browser.
- In the above example the **Sea Life** podcast was added to the **Bookmarks Menu**.

To Playback a Podcast (using a MAC):

To playback a podcast that has been subscribed to, users will need to go to the location in which their Podcast was added. In this example I have added my podcast to my bookmarks.

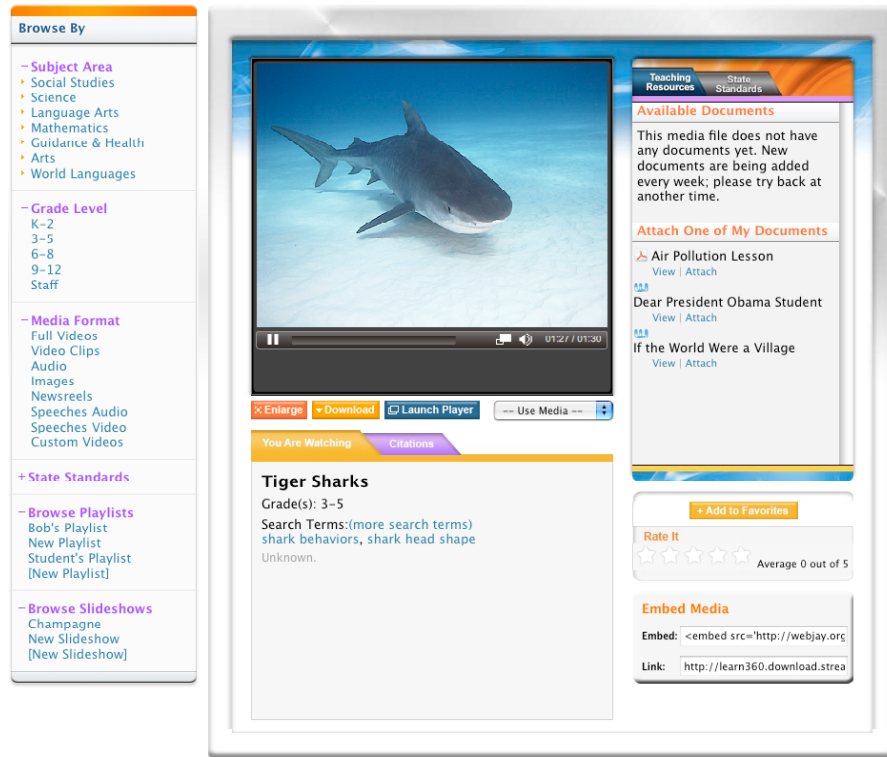
- First you will need to click on your **Bookmarks** tab. A drop down menu (similar to the one below) will open.



- From here, scroll down to the podcast you wish to playback. Once you scroll down to your selected podcast, another drop down menu will appear to the right of the selected podcast (As seen below).



- This will give you the option to select the podcast episode you wish to playback. For example if I want to select the podcast episode **Tiger Sharks**, I will scroll over **Tiger Sharks** and right click.
- The **Tiger Sharks** podcast episode will then pop open on a browser and automatically start playing (seen below).



To Playback a Podcast (using a PC):

When a user subscribes to a podcast on a PC it is automatically added to the Favorites Center. To Playback a podcast, Users will need to locate their podcast within their Favorites Center.

- To locate a podcast click on the **Yellow Star**. A menu similar to the one below will open.





- Click **Feeds**. This will give you the option to select the podcast you would like to playback. In this example I will select **Sea Life**.
- Once I click **Sea Life**, the podcast will open up in your browser.

It will look like this:



Tiger Sharks

Sunday, December 31, 2000, 8:00:00 PM →

2_1193_631872_20090316100452.mp3

Podcast for Teachers

Sunday, December 31, 2000, 8:00:00 PM →

Techpod, Vol 3 Ep 102 9/11/07 Video, Video, Video! - Changes of Heart/Changes of Art, Email podcastforteachers@gmail.com

Podcast_631872_20090204093449.mp3

- This will give you the option to select the podcast episode you wish to playback. For example, if I want to select the podcast episode **Tiger Sharks**, I will click on **Tiger Sharks**.
- The **Tiger Sharks** podcast episode will then pop open in a browser and automatically start playing.

To Add your Podcast to iTunes:

When a user creates a podcast it is automatically added to iTunes.

- To play a podcast in iTunes click on the iTunes icon next to the podcast you wish to play. Your iTunes library will automatically open with the podcast ready to play.

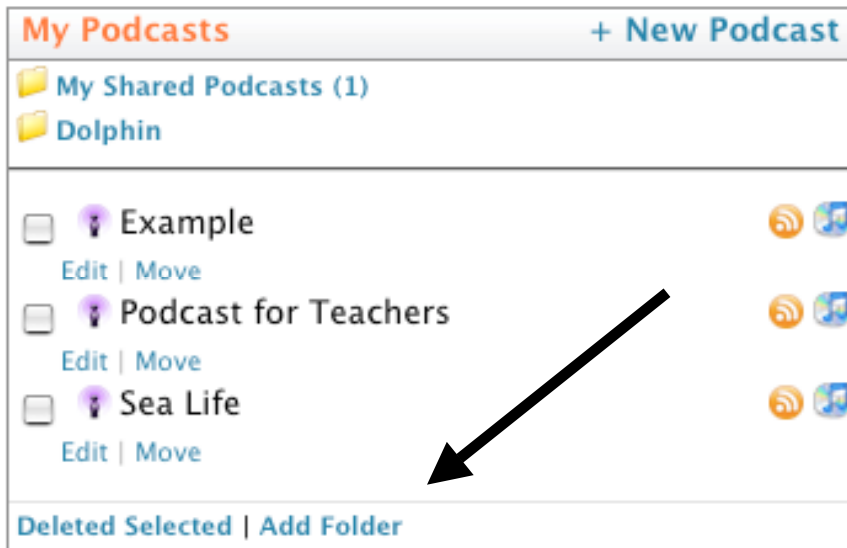


- Select the podcast you wish to play. A **Play Selected** button will appear, just click once with your mouse and your podcast will begin to play.

To Add a Folder to your My Podcasts:

Adding folders to your **My Podcasts** is a great way to organize podcasts. Many teachers may find this helpful when coordinating podcasts with other media and documents on Learn360.

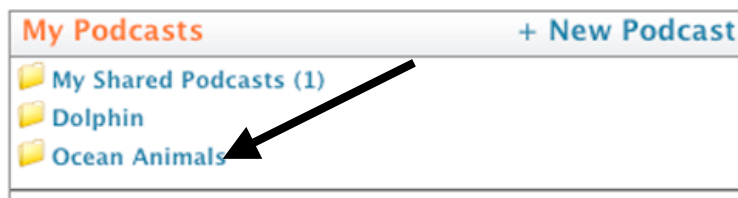
- To add a folder in the **My Podcasts** section you simply click **Add Folder**.



- This will open a **Create Folder** window.
- Type in a name for the folder and click **Save**.



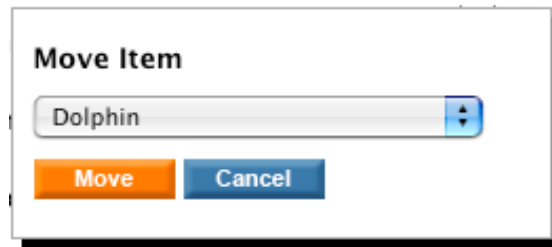
- The new folder will appear under **My Podcast**.



To Move a Podcast:

Moving podcasts gives you the flexibility to change where you would like to store podcasts. Many teachers may find this useful when organizing different podcasts for different subjects on Learn360. Once podcasts are in your **My Podcasts** section, you now have the ability to move them into different folders.

- Under a podcast you will see two options: **Edit** and **Move**.
- Click **Move**.
- A **Move Item** window will pop up and give you a drop down bar. This allows you to select where you would like to move your podcast.
- After selecting a folder, click the orange **Move** button and the podcast will then transfer to the folder you have selected.



After the podcast you've chosen has been moved into the following folder, you will see a number appear or change next to the folder corresponding to how many podcasts have been added to the folder.

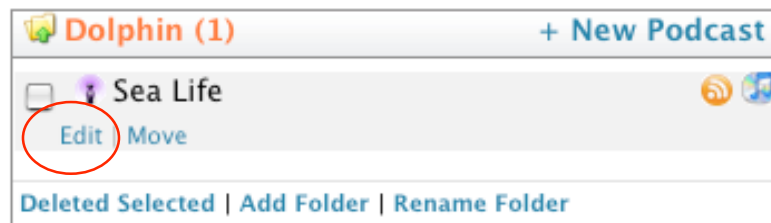
Example: A podcast has been added to the *Dolphin* folder so a corresponding (1) appears next to the folder name.



To Edit a Podcast:

Editing a Podcast is useful because it allows users to add, edit or delete podcasts, which in turn will keep a users podcast current. More importantly, editing allows users to add episodes to their podcasts.

- Under each podcast you will see **Edit** and **Move**.



- Click on **Edit**.
- This will take you to the **Podcast Details** page (pictured below).

From here users can edit or delete previous podcast episode(s) or add new podcast episode(s), to their podcast.

- Once you have edited your podcast click the orange **Save** button.
- If you are adding new media to your podcast you will need to click the orange **Add Media to Podcast** button.

This will take you to the next screen, which will follow the same steps mentioned under **Add New Media File**.